

APPLICATION FOR FUNERAL ESTABLISHMENT

Applicants applying for a Funeral Establishment license must submit the completed *Application for Funeral Establishment* to the board office with the **\$313.00 fee** (\$300.00 Application fee and \$13.00 Highway Patrol Background Check fee). Please make all fees payable to the **Missouri State Board of Embalmers and Funeral Directors** (board).

Upon receiving the completed application and applicable fee, the board has **thirty (30) days to grant or deny licensure**. Your facility will be inspected to ensure you are in compliance with the requirements of license as set forth in Chapters 333 and 436, as well as the board rules and regulations. For clarification on the requirements of establishment licensure, please refer to board regulation 20 CSR 2120-2.070.

Prior to the board issuing a license we must receive the following for a new license and for amending a license:

- Effective January 1, 2009 Missouri state law requires that a business licensed by the state that engages in retail sales provide a no tax due letter from the Department of Revenue at the time of licensing. Section 114.083.4 RSMo. You may obtain a tax clearance letter by visiting <http://dor.mo.gov/tax/business/sales/notaxdue/index.htm>, e-mailing <mailto:taxclearance@dor.mo.gov>, or calling the Department of Revenue at (573) 751-9268.
- **Business license-** The board will need a copy of the business license. If the city will not issue a license until the board issues the license we will need a letter from the city stating such.
- The establishment will need to register the entity name and doing business as name with the Secretary of States office.
<http://www.sos.mo.gov/business/corporations/onlineServices.asp#fictitious>
- You will need to show proof that the area your funeral home will be is zoned correctly.

The board would like to remind you that any misleading advertisement relating to the establishment is not permitted until licensure is granted (20 CSR 2120-2.070 (13)). (This includes stationery, checks, telephone book advertisements, etc.)

If the applicant(s) have any questions, please do not hesitate to contact the board office at embalm@pr.mo.gov or (573) 751-0813.